



# THRIFT SAVINGS PLAN

## EXCEPTION TO SPOUSAL REQUIREMENTS

# TSP-16

Use this form to request an exception to the Thrift Savings Plan (TSP) spouse notice and signature requirements. **Read the instructions on the back before completing this form.** Type or print the information requested.

### I. INFORMATION ABOUT YOU

1. Name \_\_\_\_\_  
Last First Middle
2. Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
4. Daytime Phone (Area Code and Number) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
5. Address \_\_\_\_\_  
Street Address or Box Number
6. City \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_  
State/Country Zip Code
9. I am applying for a Thrift Savings Plan: ☐ Loan ☐ Withdrawal

### II. REQUEST FOR EXCEPTION

#### 10. Whereabouts Unknown

- ☐ **For Federal Employees' Retirement System (FERS) Participants.** I am asking for an exception to the requirement to obtain the signature of my spouse identified below because I do not know where my spouse is. The required statements or police, agency, or judicial determinations are attached to this form.

Name of Spouse \_\_\_\_\_  
Last First Middle

- ☐ **For Civil Service Retirement System (CSRS) Participants.** I am asking for an exception to the requirement to notify my spouse identified below because I do not know where my spouse is. The required statements or police, agency, or judicial determinations are attached to this form.

Name of Spouse \_\_\_\_\_  
Last First Middle

#### 11. Exceptional Circumstances

- ☐ **For FERS Participants Only.** I am asking for an exception to the requirement to obtain the signature of my spouse identified below because exceptional circumstances make it inappropriate for me to obtain my spouse's signature. A copy of an order or determination of a court or other governmental body which recites the exceptional circumstances is attached.

Name of Spouse \_\_\_\_\_  
Last First Middle

### III. YOUR SIGNATURE AND CERTIFICATION

I certify that the information I have provided is true to the best of my knowledge. **Warning:** Any intentional false statement in this request or willful misrepresentation concerning it is a violation of the law that is punishable by a fine of as much as \$10,000 or imprisonment for as long as 5 years, or both (18 U.S.C. 1001).

12. \_\_\_\_\_ 13. \_\_\_\_\_  
Participant's Signature Date Signed

### IV. OFFICIAL USE ONLY

14. Retirement System: ☐ FERS ☐ CSRS
15. ☐ Approved ☐ Disapproved 16. \_\_\_\_\_  
Title of Approving Official
17. \_\_\_\_\_ 18. \_\_\_\_\_  
Signature of Approving Official Date Signed

**PRIVACY ACT NOTICE.** We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide to process your request for an exception to spousal requirements. This information may also be shared with other Federal agencies to administer your account or for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating, prosecuting, or enforcing a violation of civil or criminal law or with other agencies for the purpose of imple-

menting a statute, rule, or order. It may also be shared with Congressional offices, the TSP annuity vendor, retirement plan sponsors, auditing firms, spouses, former spouses, beneficiaries, persons responsible for your care, and representatives of your estate. It may also be released in response to a court subpoena or to appropriate parties preparing for or engaged in litigation affecting your TSP account. You are not required by law to provide this information, but if you do not provide it, it may not be possible to process your request for an exception to spousal requirements.

## INFORMATION AND INSTRUCTIONS

### GENERAL INFORMATION

Make a copy of this form and all documents for your records. Mail the original form along with supporting documents to:

**TSP Service Office**  
**National Finance Center**  
**P.O. Box 61500**  
**New Orleans, LA 70161-1500**  
Telephone number: (504) 255-6000  
TDD: (504) 255-5113

By law, your spouse (including a separated spouse) is given certain rights which must be taken into consideration when you withdraw or borrow from your TSP account. These legal requirements are summarized in the chart below. It is your responsibility to obtain the signature of your spouse if it is required. The TSP is responsible for sending any required notice to your spouse. The notice does not contain personal information about you; it informs your spouse of your in-service withdrawal request, your withdrawal choice if you have separated from Federal service, or that you have applied for a loan from your TSP account. The notice does not give your spouse a right to the money in your TSP account.

The TSP will notify you of the decision regarding your request for an exception to the spouses' rights requirements. An exception may only be granted under limited conditions.

Activity	Retirement System	Requirement	Exception
Loan or In-Service Withdrawal	FERS	Consent of spouse	Whereabouts unknown or exceptional circumstances
	CSRS	Notification of spouse	Whereabouts unknown
Withdrawal After Separation	FERS	Waiver of annuity benefit by spouse*	Whereabouts unknown or exceptional circumstances
	CSRS	Notification of spouse*	Whereabouts unknown

\* These requirements do not apply if your vested account balance is \$3,500 or less at disbursement.

Note: A withdrawal request or loan application received within one year of an approved exception may be processed as long as the spouse named on the form is the spouse for whom the exception has been approved.

### SECTION I

**1 – 9:** Complete all items in this section.

### SECTION II

**10: Whereabouts Unknown.** If you are requesting an exception to the spousal requirements because your spouse's **whereabouts are unknown**, you must attach to this form either:

- a court order which states that the whereabouts of your spouse are unknown, OR
- a police or governmental agency determination issued by the appropriate department or division head which states that the whereabouts of your spouse are unknown, OR
- three statements (one by you and two by other persons). Your statement must (1) give the full name of your spouse; (2) state that your spouse cannot be found; and (3) **describe the efforts made** to locate your spouse. The statements by the other two persons must support your statement that you do not know the whereabouts of your spouse. Each statement must be signed and dated and must state the following:

I understand that a false statement or willful misrepresentation is punishable under Federal law (18 U.S.C. 1001) by a fine or imprisonment or both.

**11: Exceptional Circumstances (FERS only).** If you are a **married FERS participant** and the signature of your spouse is required to waive a joint annuity or consent to your loan or in-service withdrawal, you may request a waiver of the signature requirement if there are **exceptional circumstances** that make it inappropriate to obtain your spouse's signature. You must attach either a court order or a governmental agency determination issued by the appropriate department or division head. These documents must recite the exceptional circumstances. For example, a court order could: indicate that you and your spouse have been maintaining separate residences with no financial relationship for three or more years; or indicate that your spouse abandoned you but, for religious or other compelling reasons, you chose not to divorce; or state that you may borrow money from or withdraw all or a portion of your TSP account notwithstanding the absence of your spouse's signature.

### SECTION III

**12 – 13:** You must sign and date this section certifying that the information you provided is true to the best of your knowledge.

### SECTION IV

**14 – 18:** The TSP completes this section.